

## Security Information

TO: Chiefs, Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instructions

8 May 1953

GENERAL

1. A project for construction and equipment of the new Santa Rosa station has been approved by the Director, and plans and specifications have been issued to bidders. Construction bids are scheduled for opening on 14 May 1953 in San Francisco. Plans and specifications for antenna and underground power line are nearing completion. All requisitions with the exception of those for items to be issued from existing stocks have been submitted.

2. A project for completion of the Okinawa Club-Shelter-BOO was approved by the Director. Transfer of funds for construction and furnishings is being expedited to meet deadlines.

3. Reclassification of the following FBIS field positions was approved effective 17 April 1953:

## East and West Coast Bureaus:

Electronic Eng. (Radio)	1 pos. GS-9 to GS-11
Info Spec (Fgn Brdcast)	1 pos. GS-11 to GS-12

## Mediterranean Bureau:

Chief Monitor	1 pos. GS-11 to GS-12
Info Spec (Fgn Brdcast)	1 pos. GS-11 to GS-12
Info Spec (Fgn Brdcast)	3 pos. GS-9 to GS-11
Electronic Eng. (Radio)	1 pos. GS-9 to GS-11

## Okinawa Bureau:

Chief Monitor	1 pos. GS-11 to GS-12
Info Spec (Fgn Brdcast)	1 pos. GS-11 to GS-12
Info Spec (Fgn Brdcast)	3 pos. GS-9 to GS-11
Electronic Eng. (Radio)	1 pos. GS-9 to GS-11
Teletype Operator	1 pos. GS-5 to GS-6

## Tokyo Bureau:

Teletype Operator	1 pos. GS-5 to GS-6
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4. The Chief, FBIS and Administrative Officer completed field inspections of FBIS Bureaus, returning to Headquarters 27 April 1953.

ADMINISTRATIVE

1. All requests for part time employment, schooling, and other personal matters for which clearance is required should be submitted in six copies.

2. One or two bureaus' Monthly Progress Reports tend to include excessive detail of marginal importance. Unless of unusual significance, individual leaves of absence, promotions, periodic salary increases, and employment applications should be omitted. In referring to testing or appointment of monitor candidates, language fields in which applicants are qualified should be reported in lieu of mere reference to individuals as mono or multi-monitors. Coverage change minutiae, and day to day fluctuations of specific programs should be avoided in favor of more comprehensive and general descriptions of coverage and reception trends. Repair or maintenance of property and equipment should be mentioned only when of a non-routine nature and of significance in revealing equipment performance.

EDITORIAL COMMENT

1. Inquiry has been addressed to the International Information Administration, Department of State, as to VOA views on the scope of the present FBIS "E" wire service to VOA, New York. This inquiry was made in view of curtailment of VOA operations.

2. Extensive field coverage of radio reaction to the President's 16 April speech to the American Society of Newspaper Editors facilitated the preparation of two reports for the White House summing up world-wide comment on the speech. A similar report on reactions to the 25 April PRAVDA editorial article on the President's address was prepared for the Deputy Director, Intelligence, for use in briefing the National Security Council. Field editors should bear in mind the importance to Government policy makers of prompt information on Western as well as Communist reaction to such pronouncements as the PRAVDA article, with particular emphasis on press and radio items which might be construed as reflecting official views. The field must be relied upon for fully representative coverage of such material, including editorial roundups when appropriate.

3. The volume of Soviet regional briefs sent in from the field, particularly from the Mediterranean Bureau, has become so large as to preclude regular publication of all of them in the Daily Report. An effort is being made to publish material of the widest general interest and to channel the more specialized copy directly to consumers. The personnel briefs, which have been very well received, are sent either to the Agency's Biographical Register or to the State Department for recording, filing, and distribution. Almost all of the briefs are used in one form or another.

4. There has been great interest in the material filed on Soviet republican and regional Government and Party changes. The reports have come in promptly and in good form, enabling FBIS to contribute substantially to efforts to piece together the various changes and determine the pattern being followed under the new regime. Editors are referred to pages 2 through 5 of the 23 April Political Abstracts for a single week's compilation of this material, which may provide some indication of the scope of the reorganization in progress at the lower governmental levels.

5. Preparation of the new Field Manual on the processing of broadcast material was completed. Copies have been sent to all bureaus, and to the FBIS-BBC Standardization Committee for its consideration. The manual is intended as a basic outline on objectives and procedures, not as a set of rigid regulations. Individual bureaus are expected to have their own manuals detailing the specific procedures appropriate to their particular operating conditions and areas of coverage and should utilize the more generalized master manual as an over-all guide, subject at all times to the exercise of editorial discretion in the handling of individual problems. A number of bureaus have already reported progress on, or completion of, editorial manuals or sets of directives. It is urged that these be kept up to date on the basis of requirements communicated by message, memorandum, and in the monthly Letters of Instruction.

6. Editors are reminded that the sending of an FYI about an upcoming text does not relieve them of responsibility for filing independently the full text of the broadcast to which the FYI refers. The field editor should not expect "R" wire and Daily Report editors to incorporate his FYI in the follow-up material. A case in point is the 20 April PAVDA editorial on the Soviet reply to the appeal for a five-power peace pact, an important broadcast requiring full and accurate reportage. A lengthy FYI was filed by the London Bureau, followed not by the text but by a portion of the text which was to be pieced together with the FYI to form the full editorial. This is at best a risky procedure which inevitably slows up handling at this end.

7. Personal and place names in press copy should as a general rule be changed to conform to FBIS spelling, and in any case to standard American spelling whenever possible. A recent reference in an AFP story to the "Chan States" (Shan States) is an example. The substitution of "ch" for "sh" is common in French copy. Similar cases are the phonetic versions of Latin American names in the point-to-point TASS copy from Montevideo.

TASS point-to-point material from China to Moscow particularly can be cleaned up in this respect. It should be borne in mind that English spelling of Chinese names is purely arbitrary. The Russians do not use the Wade-Giles system, and the more phonetic TASS versions should be changed to conform to Wade-Giles whenever possible. TASS renders Kweiyang as Guiyan, Kweichow as Guichjou, Iquantao as Iguandao, and so on, consistently using g where Wade-Giles uses k, d instead of t, and b instead of p. It should be possible in most cases to clear up Chinese names in TASS copy in the field and change them to conform to the style used in the Daily Report.

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In the same connection editors are reminded that the spelling of Chinese place names in REUTERS, AFP, and PANASIA copy is frequently at variance with FEIS style. Preferred spelling of some of the more common names is: Szechwan (not Szechuan), Tsinghai (not Chinghai), Chingchiang (not Chinkiang), Hingsia (not Kinkhsia), and Hopei (not Hopen — the style here has been adopted to avoid confusion with Hupeh). Note that in the case of some of these more common names FEIS makes exceptions to general use of the Wade-Giles system, in the interests of clarity and conformity to the style of other Agency publications.

8. Editors are referred to Paragraph 24 of the Field Manual for a description of the nature and format of Briefs. Please keep Briefs within the spirit of this definition, and above all keep them brief.

9. All bureaus are reminded to use a "Not for publication or use on wire" subslug for news agency intercepts which are clearly of an administrative or service-message nature. Intercepts referred to are those which correspond to our own administrative and service messages as distinct from the regular monitoring file.

#### FIELD OPERATIONS

1. In FEIS monitoring survey mission explored the Niigata area on the west coast of Honshu, Japan as a possible substitute site for the Hokkaido Bureau. Preliminary reports indicated that this location would provide adequate reception for most target areas. The suitability of Niigata from an operational standpoint is presently under active study and a recommendation will be made in the near future.

2. It was decided to discontinue the direct channel teletype service leased from AT&T between London and Washington. This circuit was shared with the Army and Air Force, whose withdrawal rendered the cost to FEIS of continuing this service excessive. Existing lines through Heidelberg will absorb the former direct channel traffic, which has in recent months represented only a small portion of the total London-Washington volume. Delays are not anticipated.

3. Okinawa Bureau is complimented on its perfect record of zero discrepancies in communications as monitored by ASA during half the month. The Bureau is also complimented for its alert handling of coverage of the Laotian invasion. Reception of the Vientiane transmission provides a unique source of information. It will not be surprising if the invasion forces shortly appear on the air with a transmitter, possibly the recent discontinued Saigon-Cholon transmitter, and watch for such a development should be maintained. An attempt by the Okinawa Bureau to intercept news agency transmissions out of Bangkok to supplement meager Radio Bangkok coverage would be appreciated.

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PERSONNEL CHANGES

1. New Employees

Teleg. Typwr. Opr.	Editorial Branch
Teleg. Typwr. Opr.	Editorial Branch
Teleg. Typwr. Opr.	East Coast Bureau
Teleg. Typwr. Opr.	East Coast Bureau

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2. Separations

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3. Reassignments

<u>From</u>	<u>To</u>
Info Spec (Fgn Brd) Editorial Branch	Info Spec (Fgn Brd) Okinawa Bureau
Teleg. Typwr. Opr. Editorial Branch	Clerk Admin. Staff
Info Spec (Fgn Brd) Mediterranean Bureau	Intelligence Off. Special Reports Branch
Admin. Asst. East Coast Bureau	Admin. Asst. London Bureau

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CLAN M. W. FIELD /

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